



City of Gunnison Internship Available for WSCU Students

The City of Gunnison has WSCU student internship opportunities available in a variety of departments and fields. The City anticipates approximately 10 internships per year. This will vary depending upon credit hours assigned to the selected projects (based on the university's policy for contact hours per credit). The City will not necessarily limit each semester to three internships.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@cityofgunnison-co.gov

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs.

Application Deadline: Applications will be accepted until positions are filled. Students will be required to meet WSCU internship requirements prior to submitting application to the City.

Credit Hours: Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes (30 hours) on the project for each credit earned.

Salary: \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of "C" or better.

Positions Available. The following internship positions are available and will be awarded through a competitive process. See the City's website or WSCU Career Services for complete position descriptions: <http://www.cityofgunnison-co.gov/Finance/employment.html>

- **Financial Data Base Enhancement (Microsoft Access)** - (Finance Department). Enhance the Microsoft Access financial databases used for water lab testing and sales tax revenues.
- **Financial Statistical Report Development** – (Finance Department). Develop a Service Enhancements and Accomplishments Report for all City operations.
- **Parks and Recreation General Intern** (Parks and Recreation). Complete a scheduled cycle of duties in the recreation programs, aquatics, Community Center functions, ice rink functions, parks labor, and special events.
- **Parks and Recreation Evening Program/Events Coordinator** (Parks and Recreation). Will supervise evening recreation programs and coordinate events. (Summer 2013).
- **Researcher** (Community Development). Research and data collection regarding the Gunnison Sage-Grouse Critical Habitat Listing. This project will involve GIS, ecology, and biology assessment of the Proposed Rule (Part III) published by the US Fish and Wildlife Service on January 11, 2013. (Summer 2013).
- **Other.** Other projects having relevance to City operations may be submitted for consideration.